



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

REPLY TO
ATTENTION OF:

ATZK-S (385)

5 March 2003

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Safety Stand-Down Day (SSDD)

1. The TRADOC Commander has directed that time be set aside to promote safety awareness and reinforce safety procedures and practices in both on- and off-duty activities. Fort Knox will conduct SSDD on 8 May 2003. I fully support this initiative and expect enthusiastic participation by all Armor Center personnel.

2. On SSDD, each unit/directorate/activity will devote time during the duty day to promoting safety awareness among unit personnel and a discussion of safety-related issues. All nonessential operations will be rescheduled and activities curtailed to allow time for "Safety Day." I realize that mission required events such as POI training, Mobilization and Force Protection activities, and law enforcement operations cannot "stand-down." In such situations, I will allow commanders to curtail safety day activities or conduct them on another day but NLT 16 May 2003; bottom line is that I expect 100 percent support and participation. Enclosed are some ideas for possible inclusion in your safety training/activities agenda.

3. Fort Knox Safety Day will consist of two phases:

a. Unit/Directorate Phase. During the day, each unit/directorate/activity will devote time to promoting safety awareness and developing prevention strategies for high-risk behaviors among their personnel.

(1) Units should focus on recent trends in accidents and high-risk incidents and emphasize the importance of first-line supervisor involvement in prevention.

(2) Units are not limited to or required to use any of the ideas in Enclosure 1. However, they are required to:

(a) Conduct instruction on POV accident avoidance, hot weather, injury prevention, work place safety, suicide prevention, and violence in the workplace.

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(b) Review their safety program with a focus on risk assessment/reduction and force protection.

b. **Community Phase.** Several safety displays and demonstrations will be set up for soldiers, civilians and family members at Smith Gym, Building 5927 and the adjacent parking area. See enclosure 2 for a detailed list. This phase will focus on seasonal issues, home safety, electrical safety, vehicle safety, and many other subject areas.

4. Enclosure 3 is a listing of Internet safety sources that can be used to obtain safety information.
5. The potential for accidental losses will increase during the coming months. Now is the time to ensure that safety is incorporated in the execution of all our operations, both on and off duty.
6. For further assistance, contact the Armor Branch Safety Office, phone 4-4305.

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TERRY L. TUCKER
Major General, USA
Commanding

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SUGGESTED SAFETY DAY ACTIVITIES FOR UNITS

- * Discuss types of injuries and accidents occurring in the unit, to include the cause, impact, and prevention methods.
- * Review and update SOPs to ensure all hazardous operations/procedures are addressed. Discuss SOPs with employees. Update safety reference library.
- * Conduct classes on risk assessment/management.
- * Conduct classes on pedestrian and runner safety, bicycle safety, and troop formation safety.
- * Review back injury prevention program, ensure overexertion and proper lifting techniques are emphasized. Contact the Occupational Therapy Clinic for information.
- * Conduct classes on environmental hazards and poisonous plants and insects.
- * Discuss hazardous chemicals used in the workplace and review Material Safety Data Sheets (MSDS). Update MSDSs and hazardous materials inventory.
- * Conduct inspection of work places to identify and correct hazards.
- * Conduct inspection of personal protective equipment (PPE), i.e., goggles, face shields, hearing protectors, gloves, aprons, safety shoes, respirators, etc., to ensure items are available, serviceable, and sanitary.
- * Ensure inspections are current on all lifting devices, i.e., jacks, jack stands, slings, A-frames, etc.; also ensure DD Forms 314 (PMCS) are up-to-date.
- * Review and update unit safety officer appointments.
- * Review landing zone selection criteria for aircraft and MEDEVAC procedures.
- * Review training and licensing records on all vehicle and equipment operators; conduct training and licensing as necessary.
- * Review antenna erection and disassembly procedures, to include safety tips on antennas.
- * Conduct heat injury prevention training.
- * Conduct privately-owned vehicle (POV) safety training, with emphasis on seat belt use, the hazards of drinking and driving, speeding, driving while fatigued, inattention, and road rage.

Encl 1 to memo, HQ USAARMC, ATZK-S, 5 Mar 03, subj: Safety Stand-Down Day (SSDD)

- * Conduct POV safety inspections per FK Form 4650 (POV Inspection Checklist).
- * Review emergency first aid techniques and procedures.
- * Conduct refresher training on blood borne pathogens.
- * Stress housekeeping in all areas, identify and correct slip, trip, and fall hazards.
- * Conduct an open house for unit family members, with tours and programs that emphasize worker, family, and public safety.
- * Conduct classes on fire safety, water safety, home safety, and vacation safety.
- * Conduct training on ammunition handling, storage, and transportation.
- * Review ground guide requirements and hand signals.
- * Review tracked and wheeled vehicle-towing requirements.
- * Review range road speed limits and special precautions for steep hill descents.
- * Review unit safety awards program; present awards to individuals and units.
- * Emphasize weapons safety requirements; review dud procedures and the ammunition amnesty program.

SAFETY STAND DOWN DAY ACTIVITIES
8 May 2003

1000-1500, Smith Gym, Bldg 5927 – Community Information Displays

Armor Branch Safety Office

Respiratory protection
Radiation safety
Hazard communication
Seat belt convincer

DCFA

Substance Abuse Prevention

Alcohol/drug abuse
Impaired driving simulation goggles
Employee assistance programs
Drownproofing. To schedule pool
contact Bobby Jenkins 4-6217/6633

Gammon Pool

703d EOD

Pyro display
Bomb retrieving robot
Protective bomb suit and equipment

Red Cross

Perform blood pressure checks
“Choking Charlie”
Automated external defibrillator

Kentucky “Drive Smart” Office

Rollover demo and golf cart DUI demo
Kid City – Child Development Center
1000-1300 Bldg 4250

**Grainger Industrial Supply,
Orr Safety and
Fastenal Industrial Supply**

Personal protective equipment
Respiratory protection
Safety signs/labels
Ergonomically correct tools
and many more safety items

Nolin Rural Electric Coop

Electrical safety demo

Encl 2 to memo, HQ USAARMC, ATZK-S, 5 Mar 03, subj: Safety Stand-Down Day (SSDD)

INTERNET SAFETY SOURCES

safety.army.mil

A good source for Risk Management material and Privately-Owned Vehicle information. Provides links to various safety related organizations such as OSHA, NFPA, NSC, NTSB, EPA, NIOSH, CPSC, CHPPM and USATCES. Also a good source for Material Safety Data Sheets.

www.nsc.org

Information on home safety, chemical safety, farm safety, boating safety, road and traffic safety, and sun/heat safety.

www.fema.gov

Information on fire safety, flood safety, natural disaster such as storms, lightning, fires, tornadoes, floods, heat, cold, earthquakes, and landslides.

www.redcross.org

Information on first aid, CPR, water safety, baby sitting, and workplace safety.

www.Free-Training.com

Good information to conduct training in such areas as Hazard Communication, Personal Protective Equipment (PPE), Back Safety, and Forklift Safety and operation.

If you go to a search engine such as Yahoo or Alta Vista and type in the word "safety," it will lead you to numerous sources of safety information.

Encl 3 to memo, HQ USAARMC, ATZK-S, 5 Mar 03, subj: Safety Stand-Down Day (SSDD)